

DOCUMENT RESUME

ED 384 046

CS 214 901

TITLE REA's Handbook of English: Grammar, Style, and Writing.

INSTITUTION Research and Education Association, Piscataway, NJ.

REPORT NO ISBN-O-87891-552-4

PUB DATE 92

NOTE 311p.

AVAILABLE FROM Research and Education Association, 61 Ethel Road West, Piscataway, NJ 08854 (\$14.95, \$17.95 Canadian).

PUB TYPE Guides - Classroom Use - Teaching Guides (For Teacher) (052)

EDRS PRICE Document Not Available from EDRS.

DESCRIPTORS Elementary Secondary Education; *English; *Grammar; Higher Education; *Language Usage; Punctuation; Sentence Structure; *Spelling; Writing Processes; Writing Skills

IDENTIFIERS Stylistics; *Writing Style

ABSTRACT

Using straightforward, easy-to-understand language, this handbook of English provides hundreds of examples to illustrate in specific detail what is proper in all areas of English grammar, style, and writing. The handbook provides learning exercises at the end of every chapter for a thorough review of the concepts covered in the chapter. The first chapter of the handbook begins by describing how to write a paper, covering the form of the paper, the purpose and point of the paper, writing an outline, selecting an introduction, writing the body of the paper, and writing the conclusion. The first chapter also includes a special section on properly using a dictionary as a reference source. The next section of the handbook deals with parts of speech--nouns, pronouns, verbs, adjectives and adverbs, prepositions, and conjunctions. The next portion of the handbook is devoted to the sentence, with chapters devoted to the parts of the sentence, figurative language, and the paragraph. The third section of the handbook concentrates on punctuation. The final section of the handbook covers correct spelling, including word analysis, spelling lists, spelling rules, prefixes, suffixes, and proofreading. Answers to the exercises are attached. (RS)

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